

## TOWN OF ELSMERE – A/C AND HEATING PERMIT APPLICATION

*A contractor currently licensed with the Town of Elsmere must apply for all permits. A signed contract between the contractor and the customer must be included with this application along with a letter of approval from the property owner if work is being done for a tenant. (Please print legibly in ink.)*

Job Address: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contractor: \_\_\_\_\_ License No. \_\_\_\_\_

Is the property:                      *Residential*              *Commercial*              *Legalization*

Select on of the following:              *New Building*              *Addition*              *Replacement*

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### HEATING

Type of fuel: \_\_\_\_\_ BTU Input: \_\_\_\_\_ Size of smoke pipe: \_\_\_\_\_  
Distance of smoke pipe from joists: \_\_\_\_\_ Size of fuel tank: \_\_\_\_\_  
Tank Location: \_\_\_\_\_ New Ducts:      *YES*      *NO*

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### A/C

BTU: \_\_\_\_\_ No of units: \_\_\_\_\_ New Ducts:      *YES*      *NO*  
Location of unit:              *Roof Top*              *Side Yard*              *Rear Yard*              *Basement*

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**ANY INSTALLATION OF EQUIPMENT THAT REQUIRES AN OPENING THROUGH WALL, CEILING, FLOORS, ETC., MUST BE PROPERLY PROTECTED AS PER THE TOWN OF ELSMERE'S BUILDING CODE.**

**PERMIT FEES WILL BE DOUBLED IF WORK BEGINS PRIOR TO PERMITS BEING ISSUED. ANY ELECTRIC WORK REQUIRES A SEPARATE PERMIT.**

Contractor's Signature: X \_\_\_\_\_

Cost of Job: \$ \_\_\_\_\_ Contact Number: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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### ~ INTER-DEPARTMENTAL USE ONLY ~

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Parcel Number: 1900- \_\_\_\_\_ Permit Number: **ACH-0** \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ (or) Double Fee: \$ \_\_\_\_\_

Tax Check:      *OK*      *Delinquent*      Date Checked: \_\_\_\_\_ By: \_\_\_\_\_

**APPROVED      NOT APPROVED**

Code Official: X \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Cash      Check - (No. \_\_\_\_\_)      Other